

**Superior Court of California, County of Tuolumne**  
**Date Posted: May 17, 2005**

**Position Announcement:**  
**Superior Court Clerk I/II**

**Final filing date:** June 17, 2005

**Salary:** \$11.53 to \$15.25 per hour. (Appointment is generally at the first step)

**For an employment application please visit:**  
<http://www.tuolumne.courts.ca.gov/employment.htm>

**Tuolumne County:**

The County of Tuolumne (population 57,000) was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is both a recreation paradise and a wonderful place to live. The County contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

**The position:**

Clerical series, performing a wide variety of work in support of the work of the court including legal document processing, serving the public at the counter, data entry, jury support, preparing records of court proceedings, swearing in witnesses and juries, maintaining exhibits offered in evidence and coordinating pools of interpreters and court reporters as required to facilitate the day to day operations of the court.

Positions may reside on a generalist path, performing a wide variety of assignments inside and outside of the courtroom or specialize within a particular aspect of courtroom or legal processing activities. While performing duties, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; observe and respond to people and situations; learn and apply new information or skills; work under deadlines; and interact with others encountered in the course of work. Work performed is of a confidential nature.

**Qualification guidelines:**

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of modern office practices, procedures, equipment, and customer service. A typical way to obtain the required knowledge and abilities would be an educational level equivalent to

graduation from an accredited high school, community/junior college, or university with a Bachelor's degree in any closely related field and two years of progressively responsible clerical or administrative experience. Previous experience with either another superior court or court justice partner is preferred.

**Benefits:**

- After 90-days of employment, potential to accrue 174.2 hours of Personal-Time-Off (PTO) per year, which can be used for vacation or sick leave;
- 13 paid holidays per calendar year;
- 8-hours floating holiday per FY;
- \$515.00 per month for the Court's health and welfare cafeteria plan, plus a medical reimbursement plan (Café is 100% refundable if employee has medical coverage elsewhere);
- CalPERS 2% at 55 PERS retirement (employer pays employee's 7%); and,
- Once permanent, an interest-free computer loan program for the purchase of personal computers.

**Employment application and Selection procedures:**

- Interested applicants must submit a completed Superior Court of California, County of Tuolumne employment application and a completed response to the supplemental questions listed below. A resume may be attached, **but not in lieu** of the Court's employment application.
- Applications must be received by 5:00 p.m. on the closing date. Please forward all application material to:

**Superior Court of California, County of Tuolumne**

**Attn: HR**

**41 West Yaney Avenue**

**Sonora, CA 95370**

Fax: (209) 533-6607

- Candidates rated as best qualified, will be invited for a test and/or interview, after which they will be added to a continuous or non-continuous eligibility list.
- If you have any questions concerning the above or wish to request application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**All applicants must attach a written response in narrative form to the following supplemental employment questions:**

- Please describe how you have acquired the desired skills and knowledge to successfully fulfill the role and responsibilities of this position?
- What would you consider to be the foundation for an efficient and organized clerical system?
- What is your understanding of the state of California's judicial branch and the numerous legislative changes that have effected trial-court administration over the last decade?